

## TPP Statewide Evaluation Pilot Test

Conference Call Q&A

January 16, 2003

### Participants

*Q. Why do you prefer that agencies survey youth that are not currently participating in a program?*

A. After further reflection to the question, OFP feels that programs will have the discretion of choosing youth who are currently participating or have access to your program; and that involving youth who are not currently participating in your program is not mandatory.

*Q. What kinds of youth should we survey – those in mainstream or continuation schools?*

A. You should survey youth that are similar to your target population and program participants.

*Q. Can we choose who we want to survey?*

A. UCSF needs about half of the pilot test agencies to survey middle school youth, and half to survey high school youth. Talk to your evaluation liaison about your ability to reach each of these age groups. UCSF will randomly select two middle school and two high school agencies to complete the test-retest protocol (conducting the second survey four days after the pretest, rather than in April or May).

*Q. Do MIP agencies have to survey only males?*

A. No, you may survey both males and females.

*Q. Can we survey youth who have participated in our programs in previous years?*

A. Yes.

*Q. Can we survey youth who are participating in other agency's programs, but not ours?*

A. Yes, this is fine. However, we would like you to practice tracking youth who are not easily accessible on a daily or weekly basis.

*Q. When will we find out what age or language group we will be testing so that we can communicate with school personnel?*

A. UCSF will contact you the week of January 20 to discuss your preliminary plans and survey preferences. The following week, your liaison will confirm with you which group you will be testing.

### The Survey

*Q. How long is the survey? How long will it take to complete?*

A. The pilot survey will be less than 50 items. The length of time it takes will depend on your participants and their reading level. UCSF estimates that, together, the survey and focus group will take a minimum of 1 ¼ hours.

*Q. Will parent and participant consents be available in both Spanish and English?*

A. Yes.

### **Focus Groups**

*Q. How large are the focus groups expected to be?*

A. The focus groups should include 8 to 10 participants. You could use about half of your survey group for the pretest focus group, and half for the posttest focus group.

*Q. Who will be recording and describing focus groups?*

A. Each agency is responsible for taking notes during the pretest and posttest focus groups and reporting findings back to UCSF. Members of the UCSF team will observe one of your two focus groups and will likely be taking notes of their own. However, these notes do not substitute for the focus group report that the agency will need to submit.

*Q. Do the same staff need to monitor the survey administration and focus group?*

A. This will likely make your focus group run more smoothly because the facilitator will have a better understanding of the survey process, but it is not required. Additionally, since the focus group should take place immediately following the survey administration, it will probably make logistics easier to keep the staff consistent.

*Q. How long should the focus group be?*

A. The focus group protocol includes 7 questions, with probes. UCSF estimates that, together, the survey and focus group will take a minimum of 1 ¼ hours.

### **Logistics and Timeline**

*Q. What do we do in between pre and post testing?*

A. Nothing. The youth completing the survey are not receiving the intervention. The pilot test procedures are a simulation of an actual pretest and posttest.

*Q. Is it ethical to pretest and posttest youth without providing services? Schools may not like this.*

A. The purpose of the pilot test is to refine the survey instrument and procedures, and make them as strong as possible for the future. You should explain this to your school contacts (who should appreciate this since they are in “the testing business” too!).

*Q. Can site visits and surveying be scheduled to accommodate the RFA deadlines?*

A. UCSF will work with OFP to avoid these conflicts. Hopefully there will not be a great deal of interference because you need to gather a small group only two times and the survey dates are flexible. Please talk with your evaluation liaison about these and other possible conflicts (including state academic testing for those organizations collecting surveys in schools).

## **Incentives and Tracking**

*Q. Will there be any incentives for youth?*

A. Incentives may be necessary for convincing youth to participate in the survey or focus group. Agencies should try to find money for incentives in their budgets or through donations.

*Q. Will OFP help with the budget to find incentive and other evaluation money?*

A. OFP will work with you to find possibilities in your budget. CCG agencies may have money available in the evaluation line item of your budget. Talk with your OFP consultant about questions or budget revisions.

*Q. It is going to be very difficult to track former participant for the delayed post testing in the future.*

A. The evaluation team understands how challenging this will be. This is one of the reasons we are testing this procedure now, and we hope that this will help to make it easier on you. We know that it is more difficult in some communities and may even be impossible. We will not be asking you to track everyone in your programs. The delayed post testing will be more targeted, and we will be trying new methods (beepers, internet, cell phones) to make it easier.

## **Scope of Work**

*Q. Is this activity beyond our Scope of Work?*

A. No. This activity replaces your usual evaluation requirements.

- For CCG agencies, this activity is considered your statewide evaluation requirement for the year.
- For MIP agencies, this activity replaces the Male Surveys. Please send any completed Male Surveys to UCSF as soon as possible. After that, you do not need to collect any more Male Surveys. However, you will still need to collect Activity Forms.
- For I&E agencies doing "Power Through Choices," this activity replaces your pre-post and satisfaction surveys for the rest of the year.

*Q. For MIP agencies, which objective is this activity?*

A. The pilot test is part of your last objective.

*Q. For CCG agencies, does this replace local evaluation efforts?*

A. No. You need to continue to do your local evaluation activities as indicated in your Scope of Work. This activity replaces your statewide evaluation requirement.